

**GTA Board Meeting Minutes**  
 August 23, 2010  
 County Square, 301 University Ridge, Greenville, SC  
 Conference Room H (Bauer)

Board Members in Attendance:

Mr. John Boyd  
 Mr. Matt Carter, Chairman  
 Mr. Trey Fouché  
 Mr. Al Gray, Interim Treasurer  
 Mr. David Mitchell, Asst. Chairman  
 Mr. Jan Williams

Others in Attendance

Karen Crawford, City Comptroller  
 Kayin Jones, SCDOT  
 Phillip Lemmon, ACOG  
 Warren Rowe, City Capital Projects Manager  
 Gaye Sprague, City Council Member

Staff in Attendance

Greg Baney, Transit Planner/Grants Manager  
 Lorrie Brown, Administrative Assistant

Carl Jackson, Transportation Director  
 Shelia Schmitt, GM

The meeting was called to order at 12:00 noon.

A quorum is established. All six board members were present. One vacancy currently exists.

Public Comments – No public comments.

Approval of July 26, 2010 Minutes

**A motion to approve the minutes was made by Mr. Al Gray. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.**

Committee Reports

**The Development Committee Report was given by Mr. David Mitchell. All committee members were present at the 8-16-10 meeting.**

- The Committee reviewed Greyhound's request for an amendment to their lease (current lease expires 9-30-10) which would reduce their rent by \$1,337.00 monthly and \$16,044.00 annually. The amendment was submitted by their Regional Real Estate Manager, Deanna Simsek, First Group America, Inc. (Greyhound Bus Lines owner). A conference call took place between the Committee and attendees, John Garza (City Attorney) and Deanna Simsek in an effort to determine the rationale behind Greyhound's request for rent reduction. Ms. Simsek cited real estate values being down, the state of the economy and Greyhound not being the majority user of the facility as reasons for the reduction. The current lease was reviewed, and the current lease stated that an increase would occur upon renewal of contract effective October 1, 2010 where rent would be raised from \$3,520.00 to \$3,840.00 monthly. One option explored was to do a lease amendment for one year. The Committee asked that the Greyhound request be reviewed by the Finance Committee. *Mr. Carter stated the Finance Committee reviewed the request and empowered management to negotiate the lease.*
- Ms. Schmitt submitted a Request for Board Action to the Committee which stated that by eliminating 10 hours of lunch relief, 6 hours of transit service can be added at no additional cost Monday through Friday; one hour at 5:30 a.m. and one hour at 7:30 p.m. The City Manager is aware of the change and is on board. *Mr. Jackson interjected that after the Development Committee met, staff found that there may be an opportunity to adjust a couple of bus routes and add service to Furman University at no additional cost. This possibility will be explored at the next Development Committee Meeting. We will have a public hearing to receive comments from our riders regarding the route changes.*

**The Development Committee recommends adding approximately 6 service hours to current system per staff's request; which will be accomplished as a result of money saved by eliminating 10 hours per day for lunch relief. This is a recommendation from the Committee. Therefore, a second is not required. No opposers. The motion carries.**

- Bus Shelter Installations by the County – Carl Jackson had an informal discussion with Paula Gucker (Assistant County Administrator, Public Works) who informed him that the County will once again be able to assist with bus shelter installations for shelters located in the County starting in October.
- Bus Shelters (Standard) – Seven (7) easements/approvals have been received. The shelters on Augusta St. (near GTA Vehicle Maintenance) and others will be installed in a few days. City crews will begin installations today. The next sets of waste containers have been ordered. Requests for bus shelters have been received.
- Mauldin/Simpsonville Commuter Route – A meeting occurred on 7/22/2010 with Mauldin. A MOU will be completed and signed by the next Board meeting. The SCDOT stated that GTA can apply for funds on behalf of Mauldin/Simpsonville which is classified as a small urban area. A meeting is planned for next week with staff and the SCDOT in attendance. The SCDOT informed staff that Mauldin/Simpsonville must create a resolution designating GTA as the designated funding recipient. Once this is done, we will be able to go into TEAM and create their 5307 application.



- Public Information Plan – The next edition of the newsletter will be sent out on September 21st. We will have new bus schedules; Shelia Schmitt is heading the effort to rebrand via schedules.
- Transfer Center Renovations – Painting has been completed. There is a nationwide shortage of "T5" ballast; this has caused a delay of light fixture delivery. Warren Rowe stated that the lights arrived and were installed. Exterior Sign work was to begin on August 19; internal signs have been delayed until late August due to route changes. Warren Rowe hopes to have most signage up the first week of September. Phase II renovations will be bid on August 29 for the information booth, rest rooms, etc.
- Transit Master Plan – The draft is complete and is available on the Greenlink website for review.
- Greenville Technical College Bus Route Extension – The Greenville Technical College Board approved the easement plan and the route has been implemented.
- Bus Replacements (Phase I) – Both buses have been received, and they are in use.
- Bus Replacements (Phase II) – Mike Horne has a pre-production meeting slated for September 23<sup>rd</sup>.
- Purchasing of CAD/AVL – The RFP scope has been revised and is awaiting final review. There is a tentative advertisement date set for early September.
- Bus Shelter Enhancements – City staff has begun the Program Implementation Plan.
- Tiger II Applications – Applications were expected to be filed August 23<sup>rd</sup> per Dan McGee. Staff confirmed that the application has now been filed.

**Additional Comments:**

1. Matt Carter asked for a list of accomplishments for this year, since there have been some incremental improvements.
2. Mr. Ken Swain has officially resigned from the GTA Board via a letter sent to the County and Mr. Matt Carter.

**A motion was made by Mr. Matt Carter to have Mr. Al Gray serve as Interim Board Treasurer. The motion was seconded by Mr. David Mitchell. No opposers. The motion carries.**

**The Finance Committee Report from the 8-20-10 Meeting was given by Mr. Al Gray. Board members, Mr. Al Gray, Mr. John Boyd and Mr. Matt Carter, attended the 8-20-10 meeting.**

- The June Finance Committee Minutes were approved with changes as noted.
- Karen Crawford reviewed the financials for May and June.

<b>July 2010 GTA Finance Board Invoices</b>				
<b>Date</b>	<b>Company</b>	<b>Description</b>	<b>Invoice #</b>	<b>Amount</b>
8/12/10	City of Greenville	GTA Board Contract June 2010	71478	\$382,461.94
8/3/10	Jones & Frank	Soil sample, site check underground storage tank (DHEC requirement)	70113903	\$ 1,885.00
7/28/10	Modern Material Handling Co., Inc.	GTA Shelter parts	232070	\$ 139.00
7/30/10	Motorola	2 radio systems for new buses & installation	13798849	\$ 7,026.80
7/31/10	Neal Prince	Transfer Center renovation July design work	2235	\$ 12,871.25
7/31/10	Neal Princes	Transfer Center renovation July expenses	2141	\$ 42.74
7/26/10	Ozone Collision Center, LLC	Bus 311 trim, striping painting	1513	\$ 8,280.00
7/26/10	Ozone Collision Center, LLC	Bus 310 trim, striping painting	1512	\$ 8,280.00
7/21/10	URS	Transit Master Plan FINAL INVOICE	4388109	\$ 40,020.00
8/4/10	Victor Stanley, Inc.	30 bike racks	SI17039	\$ 4,659.00
8/4/10	Victor Stanley, Inc.	15 steel benches	SI17040	\$ 14,839.00
				<b>\$480,504.73</b>

**The Finance Committee recommends to the full board payment of invoices in the amount of \$480,504.73 pending availability of funds. Since this recommendation comes from the Finance Committee, a second is not required. No opposers. The recommendation carries.**

- 5309 Funds (Cameras and Radio Equipment) – Senator Graham endorsed the project. No other changes.
- Greenville Community Foundation (Grant possibility) – No change.
- JARC/New Freedom – Annual Funding Cycle ended June 14<sup>th</sup> and 3 of the 4 applications submitted were approved for funding by the GTA Board. Purchase of Service agreements for St. Francis/ICAR and GTA should be ready by October.
- State of Good Repair – The grant was submitted on 6/16/2010 to purchase two new trolleys; response is pending. A feasibility study will be taken to the Development Committee. Trolleys would be operated during the mid day hours.



The Trolleys are contingent upon whether the grant is received. Options are being presented to City Council. Use of mid day trolleys is in the master plan. Mr. Jackson noted that an advantage of utilizing trolleys is that they would add to the GTA fleet and would fall under GTA funding. Mr. Carter noted that a Tourist Transportation Shuttle Service is referenced in the A-Tax and questioned whether this could be a way to fund the shuttles. City Council Member, Gaye Sprague, stated that one of the challenges with this is that the A-Tax Committee has suggested that there are other more direct ways to affect tourist. She stated that it was important to apply for the trolleys because we did not want to miss the window of opportunity. Greg Baney stated that the proposal that was put together assumes that the population is daytime employees opposed to tourist, and the trolleys would have to operate on a fixed route.

- Clean Fuels Grant 5308 – The application was submitted on 6/14.
- SCDOT SMTE – There was a reduction due to across the board cuts. During a discussion with the SCDOT, staff was informed that more transit systems are developing in the state. Therefore, the money had to be spread out.
- Tiger II Planning – The full application has been submitted.
- The Proposed FY11 Budget was discussed and the committee noted changes. Carl Jackson stated the budget will be taken to the Finance Committee Meeting to take place on September 21<sup>st</sup>. It will then go before the full board on September 27<sup>th</sup>. Greg Baney stated that the changes suggested by the Finance Committee at the 8-21-10 Committee meeting are highlighted on the budget enclosed in the Board Package. Any additional changes should be emailed to Greg Baney prior to the September 21 Finance Committee Meeting.

#### **Additional Comments:**

1. Mr. Matt Carter asked for report of left over monies from this year's budget. Karen Crawford will provide this information; the ending August months will be covered.
  2. Carl Jackson stated we need to look at a reserve in the future. This will be taken to the Finance Committee.
- The Committee discussed the decision of Vehicle Maintenance to use temporary employees to fill Bus Servicer positions. The method for classifying mechanics was also discussed. Greg Baney stated that a benefit of using temporary employees is due to Vehicle Maintenance salaries being 80% reimbursable. Therefore, it is more beneficial to use temporary employees opposed to utilizing in-kind services.
  - Budget Discussion
    1. Mr. Matt Carter noted that the budget did not contain professional fees. Staff was asked to budget \$5,000.00 for professional services. The change was made and is highlighted on the copy of the budget enclosed in the Board package.
    2. Utilities were being paid out of 6005 (Admin.) where there is no match; Utilities have been moved to 6004 (Non Vehicle Maintenance) so that we can draw down the money. Greg Baney stated that he has learned since the Finance Committee meeting that only the utilities billed to 154 Augusta St. (Vehicle Maintenance facility) can be budgeted to Non Vehicle Maintenance. The balance will be budgeted to 6005.
    3. The Parking expense of \$2,400.00 for 6005 (Administration parking at 1021 S. Main St.) was added to the budget.
  - Greyhound's Lease Amendment – The Greyhound request for reduction in rent was discussed. The Finance Committee concurs with the Development Committee. Mr. Jackson has been empowered by the Board to negotiate a contract with Greyhound. Mr. Kayin Jones with the SCDOT stated that they will be going out in the next month to do a statewide Inner City State Needs Assessment. It is a needs assessment to see what routes are being run and where new facilities are needed. Greyhound may be able to request some assistance from the SCDOT which could cover some of their capital expenses. This will be a new funding pool. They will be doing an announcement regarding the availability of funds. The Outfit will be baggage carrying facilities. Fifteen percent of 5307 funds are dedicated to inner city bus needs and to outfitting each of the inner city buses with some type of baggage carrying capacity. Mr. Jackson informed Mr. Jones that he would like to explore this in depth to see if GTA can utilize the funding. Mr. Jackson questioned whether a route to the airport where GTA/Greenlink buses would be equipped with baggage racks would potentially be an option. Mr. Jones confirmed that this would be an option. **The Development Committee should follow up regarding availability of Inner city funds.**

#### **Management Report by Carl Jackson:**

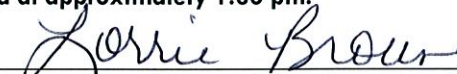
- FY11 Budget – The FY11 budget is expected to be approved before the fiscal year starts in October.
- Bus Operator, Carolyn Downs, will be honored by City Council tonight at 5:30 p.m. for her work in removing a 2 year old child from harms way. At this time, City Council will do a resolution.
- Schedule changes and incremental improvements will be discussed.
- The Grants update is included in the Board Package.
- Performance (July)

Fixed Route Service:	On time performance 96%; Ridership up by 16%; Revenue up by 10%; 88 swap outs.
GAP Service:	Service requests are down 13%; however; revenue is up 3%.

Kayin Jones stated that the SCDOT is encouraged by the meeting that took place with Mauldin. Service in Laurens County is coming on the first of the year; which means the 385 Corridor should be covered. He asked for a copy of the Master plan, and he was given a copy. Mr. Jones stated he also had a really good meeting with the City of Easley and hopefully the master plan addresses a relationship with them as well as Clemson. The Inner City Bus Funds mentioned previously are rural funds so they have to be used by a rural provider or inner city carrier such as Greyhound. The funds will be made available to everyone at the same time (Charter Companies, etc.). Under this program, you can only apply for operating funds and not capital. Distributing of funds will depend on where the study says our greatest need exists. Laurens County is rural and Easley is small urban. Mr. Carter asked Mr. Jones whether GTA could partner with Laurens to operate a system for them and have the funds come to GTA. Mr. Jones stated this was an option.

**A motion to adjourn was made by Mr. David Mitchell. The motion was seconded by Mr. Al Gray. No opposers. The meeting adjourned at approximately 1:30 pm.**


Prepared by:

  
Lorrie Brown, GTA Administrative Assistant

Date:

10/18/10

Approved by:

  
Mr. Matt Carter, Chairman

Date:

10/20/10